



Bobby Jindal
GOVERNOR

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

Public Safety Service



H. "Butch" Browning
STATE FIRE MARSHAL

October 10, 2012

To: All Life Safety and Property Protection Contractors
From: Boyd Petty, Assistant Chief, Licensing Section

Re: 1. Plan Review Update

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1. Plan Review Update

On October 3, 2012, the agency held an open meeting with numerous security, locking and gate contractors to discuss plan review requirements. As a result of that meeting the following policy will take effect immediately.

1. Electric strikes or electrified mortise locks installed on exterior locations where access to a public way is available will no longer require plan submittal.
2. Electric strikes or electrified mortise locks installed on doors serving a lobby and where the lobby exits directly to a public way will no longer require plan submittal.
3. All latch retraction devices will no longer require plan submittal.
4. All battery operated or house powered key pads or card swipe door hardware will no longer require plan submittal.

A more detailed memo will be forthcoming from Plan Review regarding locking submittals. Should you have any questions concerning this issue, please contact Michael McLean with the Fire Marshal Plan Review Section at 800-256-5452 or 225-925-4920.

"Is Yours Working??"

Smoke Detectors Save Lives

**Office of the State Fire Marshal, Code Enforcement and Building Safety
8181 Independence Boulevard, Baton Rouge, LA 70806
(225) 925-4911 1-800-256-5452**



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Please review the current rules regarding Plan Review.

' 3257 Plan Review

A. No special locking system requiring plan submittal in accordance with R.S. 40:1574 et seq. shall be installed prior to submitting plans with required documentation and receiving authorization to install such system from the Plan Review Section of the Office of the State Fire Marshal. However, the installation of wiring only for a special locking system shall be permitted upon receipt of plans and a project review number being issued by the Office of the State Fire Marshal, Plan Review Section. No system locks, devices or panels shall be installed prior to review or written authorization by the Office of the State Fire Marshal.

B. All submittals for plan review shall identify the licensed firm performing the installation and the responsible qualifier. The firm that is responsible for the installation of the locks shall be the firm listed as the installation firm.

C. Only listed qualifiers of a firm shall be listed on applications for full plan review or exemption to full plan review. Additionally, any correspondence regarding a submittal, to include but not be limited to, telephone, email or written correspondence, shall only be through a listed qualifier of the firm, owner of the firm, a professional of record or owner of the building.

D. A new plan review shall be required when a firm takes over a project in progress from another firm, listing the new firm's information and any changes to the project.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2 et seq.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal,

Should you have any questions concerning rules, please contact me at 800-256-5452 or 225-925-7047.

CC: Louisiana Life Safety and Security Association
Louisiana Automatic Fire Alarm Association
Louisiana Fire Sprinkler Association
ArkLaTex Locksmith Association
LouMiss Locksmith Association

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